

## CONTRACTS ADMINISTRATOR

*This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.*

### **DEFINITION**

Under general supervision, performs routine work in managing the business relationship of contract parties in coordination with OC San staff, legal counsel, and outside contractors; participates in the development and fulfillment of conventional contract requirements in accordance with OC San policies and federal, state, and local laws, rules, and regulations; provides consistency and oversight in contracts and contractual relationships; and performs duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory and/or managerial staff. Exercises no direct supervision of staff.

### **CLASS CHARACTERISTICS**

This classification is the second of four levels within the contracts job series. The focus of this level is both a technical and analytical role, with work involving conventional contract administration. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the senior-level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence. This class is distinguished from the Senior Contracts Administrator in that the latter independently performs the full range of duties assigned to the class series and is responsible for the more complex programs and projects such as leading project teams for large, complex procurement activities and projects, developing and administering complex master contracts, negotiating professional services, and reviewing/approving change orders, requiring a higher level of knowledge and skill.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

*The following essential job functions are typical for this classification. Incumbents may not perform all of the listed job functions and/or may be required to perform additional or different job functions from those set forth below to address business needs and changing business practices.*

- Coordinates with OC San staff, legal counsel, and outside contractors to manage the business relationship of contract parties; participates in the development and fulfillment of all contract requirements in accordance with OC San policies and federal, state, and local laws, rules, and regulations; and provides consistency and oversight in contracts and contractual relationships.
- Prepares bid documents, contract stipulations, process specifications, liability and insurance requirements, bonds, and faithful performance warranties.

- Develops, reviews, and approves contract content including material, equipment, and/or service costs, performance requirements, compliance with insurance and bonding requirements, liquidated damages, changes, amendments, and delivery schedules to ensure completeness and accuracy.
- Reviews, comments, and recommends changes on design submittals including specifications and drawings as they pertain to contract requirements; recommends changes corresponding to contractually defined terms to be used properly and consistently; ensures sole source requirements are met by requiring the project engineer to provide sole source justification and approval as necessary.
- Coordinates, approves, and administers contracts, change orders, amendments, addendums, extensions, stop notices, releases, and closeout agreements.
- Oversees the bid process for assigned projects or contracts; reviews questions from potential bidders; prepares Question and Answer (Q&A) logs and composes addenda; conducts pre-bid conferences and meetings, evaluates bids, issues notices of award and notices to proceed, and addresses bid protests.
- Advises departments of contractual rights and obligations under approved terms and conditions; resolves disputes between parties.
- Manages the contractual relationship including the conduct of parties, relationship with contractor, communications, business systems, authority for procedures, and duties of all parties.
- Negotiates contracts with vendors; participates in major contract purchases; interfaces with service providers to expedite timely completion of contract agreements.
- Maintains comprehensive contractual records and periodically monitors progress of all goods and services agreements, from inception through completion, to enforce milestones, deliverables, and post-contract warranties.
- Manages and tracks contract and procurement paperwork flow; conducts periodic internal audits to ensure that proper documentation and procedures have been maintained.
- Formalizes contract and purchasing processes through development of Standard Operating Procedures manual; develops and administers formal written procedures and guidelines for procurement.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of contracts administration; researches emerging products and enhancements, new project delivery methods, and their applicability to OC San needs.
- Ensures safety and health procedures and precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Performs duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern principles, practices, and methods of public and governmental contracts administration programs and processes.
- General principles and practices of contract development including legal language and terminology.
- Principles, methods, and techniques of negotiations.
- Principles and applications of critical thinking and analysis.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Business math and basic statistical analysis.
- Practices and techniques of financial document processing and record-keeping.
- Techniques for effectively representing OC San in contacts with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Current equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Prepare and compose contracts, change orders, bid documents, and specifications.
- Advise and explain contracting policies, procedures, and standards.
- Research and utilize data and information to achieve cost effective results.
- Apply critical thinking and analysis in completing assignments.
- Learn the contracting services commonly used in the construction, operation, and maintenance of wastewater facilities.
- Negotiate contracts, agreements, and contract changes, and resolve contractual disputes.
- Maintain accurate financial records and reports for informational, auditing, and operational use.
- Make accurate arithmetic, financial, and statistical computations; review and verify accuracy of data.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Operate a motor vehicle and travel to various OC San sites, projects, and/or meetings.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and OC San in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Comply with safe work practices and procedures in the workplace.
- Provide a high level of customer service by effectively dealing with the public, vendors, contractors, and OC San staff.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Employment Standards:**

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OC San.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in business or public administration, contract law, or a related field.
2. One (1) year of work experience in purchasing or procurement with a specific focus in the development and administration of public contracts.

**Licenses and/or Certifications:**

- Must possess a valid California Class C Driver's License.

**Disaster Service Workers:**

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

**PHYSICAL DEMANDS**

- Mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various OC San sites; this is primarily a sedentary office classification although standing in work areas and walking between work areas may be required;

occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 35 pounds.

- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

### **ENVIRONMENTAL ELEMENTS**

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **OTHER REQUIREMENTS**

- Probationary Period: All OC San employees, except classifications considered “at-will”, are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, policies, and/or resolutions. Employees who have not yet successfully completed their initial probationary period serve “at-will” and may be released from employment without cause or recourse to any appeal or grievance procedures.
- Pre-Employment: All employment offers are contingent upon successful completion of OC San’s pre-employment process, which includes a background investigation, a physical examination, and a drug screen.
- Work Location Assignment: Employees will be assigned to a work location based on business needs which may be located at any/all of OC San locations; this work location may be changed at any time.